

PLUMAS COUNTY CLERK

Recorder (530) 283-6218

Registrar of Voters (530) 283-6256

Records Management (530) 283-6007



520 Main Street, Room 102, Courthouse
Quincy, CA 95971 * Fax: (530) 283-6155

DATE: January 14, 2008

TO: Ryan Macias, Office of the Secretary of State of
California

FROM: Kathy Williams, Plumas County Clerk-Recorder,
Registrar of Voters

SUBJECT: County Election Plan -
February 5, 2008 Presidential Primary Election

Kathy Williams

Clerk – Recorder

Registrar of Voters

kathywilliams@countyofplumas.com

Melinda Rother

Assistant

melindarother@countyofplumas.com

Pursuant to the Secretary of State's Office for the last election, we are submitting the same format for our County Election Plan using your template.

Subject: County Election Plan Template

“In the past, we have required you to file election observer, physical security and communication plans. In addition, the certification documents of most voting systems in the state require certain plans to be filed. Last fall, for the special election, we prepared templates for these plans to aid you in completing this important project.

For ease of preparation and review, we have now combined these three plans into one template termed the “County Election Plan.” You will find the sections of the new template virtually identical to the separate templates we issued last fall. Assuming your voting system did not recently change, in compiling this information, you may be able to utilize much of the information contained in the plans you submitted for the special election.”

Plumas County Election Plan

A. County and Voting System Information

1. Name of county: Plumas
2. Name of contact: Kathy Williams
3. Contact's phone: 530-283-6255
4. Date of plan: 01-14-08
5. Vendor and voting systems used by the county: **Premier OS & TSx**
6. Is this your first election using this voting system? **No**
7. Do you have separate systems for early voting, precinct voting, and absentee voting? If so, please list each. **No**

B. Election Communications

An election communications plan addresses the manner in which the county elections official, staff, and poll workers communicate in the course of conducting an election. It also deals with preparing for and resolving situations that may arise on Election Day.

1. In the event of a natural disaster, terrorist attack, electricity blackout, or systemic equipment failure, what procedures are in place to ensure quick and immediate communication with poll workers? **Cell phones & Polling Center Rangers.**
2. Do you have a bank of phones solely designated for poll workers to call and ask questions? **No, we're not that big.**
3. What is the percentage of polling places that have public telephone access? **100%**
4. Are the phones close enough for poll workers to use to contact the county elections office, if necessary? **Yes, but they will be using cell phones.**
5. Are poll workers in those locations provided information on calling collect, or are they provided adequate change or a calling card to pay for the phone calls? **They are advised that they should call collect and we pay them for cell phone availability.**
6. What about locations without convenient pay phones? **None.**
7. Do you record the cell phone and/or pager numbers of poll workers? **Yes.** If so, do you inform them to keep them turned on in case they need to be contacted? **Yes.** Are they reminded to charge the phones before Election Day? **Yes.**

8. Do you provide a convenient sheet with contact information to poll workers? ***Yes, they are included in the supply kits and on all labels.***
9. If no poll worker at a polling place has a cell phone or pager, do you issue one to the precinct captain? ***No, this condition does not exist.***
10. How extensive is your system of troubleshooters or rovers on Election Day? ***We have 4 Polling Centers throughout the county and 4 Rangers that are stationed at each throughout the day.***
11. What is the ratio of troubleshooters/rovers to polling places? ***1:1***
12. How often are they supposed to check in with each assigned polling place? They are stationed there for the entire day, from opening until closing. ***They check in during the morning, throughout the day and at closing.***
13. How often are they supposed to check in with the county elections office? ***As the need arises and at least 3 - 4 times during the day.***
14. If a systemic problem with equipment were to occur, how would poll workers be notified about the way to handle the problem? ***We would send out staff to correct the problem while we call the Rangers to alert them.***

C. Physical Security

Physical security addresses how secure voting equipment, ballots, and the tabulation process are from external factors such as tampering, environmental degradation (such as from jostling, heat, water damage, etc.), unauthorized access, etc.

I. Pre-Election

1. What procedures do you have in place to assure the physical security of voting machines and paper ballots prior to an election? ***They are locked in a secured room that only our department has the key to. The room remains locked, and is only a few steps away from our office.***
2. How and where are equipment and ballots stored, and how is the facility secured against theft, tampering and vandalism? ***Above.***
3. What protections are in place to assure access is permitted only for authorized personnel? ***Above.***
4. When software upgrades are installed, what effort is taken to assure that the upgrades are state certified? ***We only install what you send us.*** Are the software versions verified? ***Yes, we call SOS staff for verification.***

5. Does a county employee or a vendor employee install the upgrades? ***Our employee installs with vendor support and instruction if needed.***
6. Do vendor employees ever handle any voting equipment? ***Yes, when they are on site to assist in acceptance testing, installation or upgrades. That is how we are trained in the proper use of the equipment.***
7. If vendor employees are allowed to handle voting equipment before the election, must county employees be present? ***Always.***

II. Poll workers and the Transportation of Equipment

1. Do you require poll workers to complete a detailed application form? ***No.***
2. Do you conduct any type of background check on poll workers? If so, what type of check do you conduct and who performs it? ***No. Most have been with us for 10 to 20 years.***
3. Are voting equipment components and/or ballots transported to polling places by county employees or poll workers? ***Both.***
4. How are voting equipment components and/or ballots transported to the polling places? ***Above.***
5. When are voting equipment components and/or ballots transported to the polling place? ***During pollworker training and the day prior to the election.***
6. If poll workers transport voting equipment and/or ballots, when do they receive the equipment/ballots? ***Above.*** If significantly in advance of the election, how and where were they stored until the election? ***Pollworker Training starts 7 days prior to the election.*** Are tamper-proof seals utilized for this purpose? ***All equipment, ballots and supplies have tamper proof seals.***
7. Does your county keep detailed logs of who takes custody of which equipment/ballots, and their contact information? ***Yes, we keep a log of who is in possession of the equipment and ballots. Receipts are signed by the Inspectors and Rangers upon receipt of equipment and ballots.***
8. How are voting equipment components and/or ballots secured from tampering from the time they leave county custody to the time they are delivered to the polling places? ***They have security seals, locks and labels. Ballots are sealed in delivery bags.***

9. Are serialized or other secure tamper-proof devices/seals placed on all ports where memory cards are inserted (as specified in the procedures adopted for use of voting equipment in California)? **Yes.**
10. How are your poll workers, as part of their training, trained to be alert for signs of pre-election tampering? ***They receive hands-on training with samples of the seals.***
11. How are your poll workers, as part of their training, trained to be alert for the type of activity indicating someone is potentially tampering with a DRE or with any access card or access code on Election Day? ***They are advised to be aware of voters, time spent voting, and anything unusual about activity.***
12. How are your poll workers trained about how to respond if tampering is suspected or discovered? ***To take the unit in question out of service and immediately call the Elections Office.***
13. Do poll workers log instances of suspected tampering? ***They are instructed to call us.*** If so, where is this logged? ***On the Secretary of State Voting Incident Equipment Report.*** How does the county respond to these reports? ***We would send a staff member to the Polling Center.***
14. Do poll workers log instances of any anomaly with the voting system? Yes If so, where is this logged? ***On the Secretary of State Voting Incident Equipment Report.*** How does the county respond to these reports? ***We would review procedures for upcoming elections, but we have never had an instance of suspected tampering.***
15. How are your poll workers trained should a piece of equipment not be usable because of a security requirement (i.e. wrong password)? ***To call us immediately.***

III. Election Day

1. If your county uses a DRE system which utilizes a "Smart Card" to activate voting, are poll workers trained to only issue a card to a voter once a voting station is available? ***Yes, only 1 DRE per Polling Center for visually impaired voters is available, all other voters will vote on optical scan units.***
2. Are poll workers trained to ensure that if lines of voters form at the polling place, that the line forms at the registration table and not at the voting stations? ***Yes.***
3. Do county "troubleshooters," "rovers" or other election assistants circulating to polling places on Election Day survey each polling site for any evidence of

tampering or attempted intrusion into voting equipment? **Yes, Rangers are stationed on-site throughout the day.**

IV. Post-Election

1. During transportation of election materials to the central count or remote count locations, are all paper ballots and electronic election media in the possession of at least two election officials/poll workers? **Yes.**

2. How does your office ensure the protection of the election tabulation process by securing the premises where the vote tabulation is being conducted and not allowing unauthorized and unescorted personnel to be in contact with tabulation equipment? **We monitor the room; it has a large window for public viewing.**

3. What physical security measures have you implemented for the room containing the computer running the tabulation software? **We monitor the room, no one else has access.**

4. Are printed results tapes and a back-up copy of the tabulation placed in locked storage in a secure location after tabulation? **Yes, in a secured room.**

5. If so, how long do they remain there? **Results tapes are retained for 22 months with all other election related materials. Back up copy of tabulation retained since 2001.**

6. On election night, during or following tabulation, are all of the event logs, ballot images and summary totals from each cartridge used in the election backed up to the tabulation database? **Yes.**

7. Are audit logs of every action and operation on any voting equipment or software maintained and retained until the period for contesting the election has expired? **Yes.**

8. How do you ensure that the server is physically secure from tampering? Is it isolated from any other system? **We monitor the room, no one else has access. It is not connected to any other system or pc. Court bailiffs are also on duty during regular business hours.**

V. Other

1. Has your office ever utilized a third party to evaluate the physical security of your facility, the procedures utilized to secure equipment and ballots before, during and after an election, or the training of poll workers or staff regarding potential breaches of physical security? **No.** If so, when and by whom?

2. Is there any other information you can provide regarding the physical security of your ballots, voting equipment, server, and facilities? ***We are a small county and we continue to enforce all required security measures while conducting elections.***

3. Is there any other information you can provide regarding the training of your poll workers and election staff about physical security of ballots and equipment? ***Due to our size, we know all of our pollworkers, many of whom have served over 40 years. They all attend training prior to every election and we have very few problems at our Polling Centers with equipment, pollworkers or voters.***

4. What type of tamper-proof seals do you use? ***Pressure "VOID" seals, red plastic locks and pressure labels.*** On what parts of the voting system are these seals used? ***Per the Use Procedures, memory card ports, exterior carrying cases and ballot containers.*** Are they_____ and recorded on log sheets? ***Yes, numbers are provided on logs that Inspectors sign for.***

C. Election Observer Panel

I. Purpose

The purpose of an Election Observer Panel is to:

1. Provide an avenue for public observation of and input into the election process.
2. Assist in ensuring the integrity of the election process.
3. Encourage participation and build voter confidence in the election process.

II. Invitation

Between E-60 and E-30, prepare letters of invitation (see sample attached) to parties likely to participate, such as the following:

1. County Grand Jury
2. Political Party Central Committee Members
3. Advocacy Groups
4. League of Women Voters
5. Media
6. Other groups or individuals expressing an interest in observing Election Day activities may also be included in the observer panel, as deemed appropriate.

Note: You may want to consider offering to meet with these groups to provide an opportunity for the group members to ask questions about the process. We have offered to compose an Observation Panel with no response from the groups listed above. During the last statewide election, we had a member of the Democratic Party and a member from the League of Women voters spend Election Day observing. Comments were positive and we will make the offer again for anyone wishing to observe whether or not they want to participate on a panel.

Election Observer Plan

III. County and System Information

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|----------------------------|-----------------------------|
| 1. Name of County : | PLUMAS |
| 2. Name of Contact: | KATHY WILLIAMS |
| 3. Contact's Phone: | 530-283-6255 |
| 4. Vendor & Voting System: | PREMIER - ACCUVOTE OS & TSx |
| 5. Date: | January 14, 2008 |

IV. Purpose

The purpose of an Election Observer:

1. Provide an avenue for public observation of and input into the election process.
2. Assist in ensuring the integrity of the election process.
3. Encourage participation and build voter confidence in the election process.

V. Invitation

Letters of invitation to the following:

1. County Grand Jury
2. Political Party Central Committee Members
3. League of Women Voters
4. Media

Other groups or individuals expressing an interest in observing Election-day activities may also be included as an observer.

VI. Appointment Letters (introduction to precinct workers)

After the groups have provided the names of interested parties, we will prepare letters of introduction for them to use when visiting polling places on Election Day. Materials to be prepared for each panelist will include a listing of all polling places within the county for this specific election as well as the Central Counting Center location and hours of operation.

VII. Mechanism for Feedback

Observers may be provided with a checklist and/or questionnaires to be completed and returned.

General Rules for Observers

Observers may:

- View absentee ballot processing.
- Observe the proceedings at the polls, including the opening and closing procedures.
- Obtain information from the precinct index that is posted near the entrance.
- Make notes and watch all procedures.
- Ask questions of staff or voters at the polls.
- View all activities at the Central Counting Center on Election-Day.
- Ask questions of supervisors at the Central Counting Center.
- View provisional ballot processing.
- View the canvass of the vote activities following the election.

Observers are responsible for:

- Checking in at each site, whether polling place or Central Counting Center.
- Wearing an identification badge.
- Maintaining a professional manner while observing the election processes.
- Ensuring they do not interfere with the elections process.

Observers may not:

- Interfere in any way with the conduct of the election.
- Touch any voting materials including ballots or equipment or sit at the official worktables.
- Converse with voters (within 100 feet of the entrance to a polling place) regarding the casting of a vote, or speak to a voter regarding his or her qualifications to vote.
- Display any election material or wear campaign badges, buttons or apparel.
- Wear the uniform of a peace officer, a private guard, or security personnel.
- Use cellular phones, pagers, or two-way radios inside the polling place and/or within 100 feet of the entrance to the polling place.
- Talk to Central Counting Center workers while they are processing ballots.
- Use the telephones, computers or other polling place facilities at polling places or the Central Counting Center.
- Touch election personnel.
- Eat or drink in the polls or the Central Counting Center.
- Assist in operations at any polling place.

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520 Main Street, Room 102, Courthouse
Quincy, CA 95971 * Fax: (530) 283-6155

DATE: January 14, 2008

TO: February 5, 2008 Potential Election Observers

FROM: Kathy Williams, Plumas County Clerk-Recorder,
Registrar of Voters

SUBJECT: Invitation to Observe Election Procedures

Kathy Williams
Clerk – Recorder
Registrar of Voters

kathywilliams@countyofplumas.com

Melinda Rother
Assistant
melindarother@countyofplumas.com

The Elections Division of the County Clerk's Office would like to provide you and members of your committee with the opportunity to participate as an Election Observer to observe activities associated with the Presidential Primary Election, which will be held on February 5, 2008. Representatives of the County Central Committees, the League of Women Voters, and the County Grand Jury, as well as media representatives are invited to participate.

Typically, members visit one or more polling places on Election Day and then visit the ballot counting center to observe the tabulation of ballots on election night. Representatives are also invited to observe staff at the Election Division as Vote By Mail Ballots are processed. An information sheet will be provided to those interested in participating.

If your organization would like to participate, please notify Kathy Williams by mail or email at kathywilliams@countyofplumas.com or by phone at 283-6255. Please respond by January 25th, 2008 with the name of your representative.

Thank you for your interest in our electoral system.

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520 Main Street, Room 102, Courthouse
Quincy, CA 95971 * Fax: (530) 283-6155

DATE: January 25, 2008

TO: Precinct Inspectors & Rangers

FROM: Kathy Williams, Plumas County Clerk-Recorder,
Registrar of Voters

SUBJECT: Election Observers

Kathy Williams
Clerk – Recorder
Registrar of Voters

kathywilliams@countyofplumas.com

Melinda Rother
Assistant
melindarother@countyofplumas.com

This letter introduces _____, whom I have appointed as an Election Observer for the February 5, 2008, Presidential Primary Election. Election Observers are invited to observe activities related to the administration of an election, including visiting polling places.

No person, including an Election Observer, may interfere with the operation of polling places. Election Observers may ask you to explain certain operations and procedures. Please extend every courtesy to these Election Observers.

If you have any questions, please call me at 283-6255 or 283-6256.

Thank you for your cooperation and your service to our county's voters.

PLUMAS COUNTY GUIDELINES FOR OBSERVERS ON ELECTION NIGHT

DEFINITION OF OBSERVER:

Any person who is not an employee of the County Clerk- Election Division who wishes to observe the ballot processing and counting process on election night.

EXAMPLES OF OBSERVER:

General public; media; representatives of political campaigns, county central committees and students.

RULE:

The ballot processing and counting proceedings are open to the public and other observers. To protect the integrity of the election process, anyone who wishes to observe these proceedings **MUST BE AUTHORIZED TO OBSERVE** whenever ballots are not secured.

NO PERSON, EXCEPT THOSE SPECIFICALLY AUTHORIZED AND APPOINTED BY THE REGISTRAR OF VOTERS, MAY HANDLE A BALLOT OR BALLOT COUNTING MACHINE.

GUIDELINES:

1. Any observer who wishes to view the ballot processing and/or counting process must be escorted by a staff member of the County Clerk, Elections Division to the central counting center.

Observers are asked not to engage election night workers in conversation. All questions concerning the election should be directed to staff of the Elections Division.

2. Please be courteous and patient with questions. Staff members may be engaged in duties requiring their immediate attention. Your questions will be answered as staff becomes available.

Ballot processing and counting areas where observers may watch proceedings will be available.

OBSERVERS ARE REQUIRED TO CHECK IN AT THE FRONT COUNTER IN ROOM 102 OF THE COURTHOUSE, THE COUNTY CLERK, ELECTIONS DIVISION TO RECEIVE THEIR OBSERVERS BADGE.